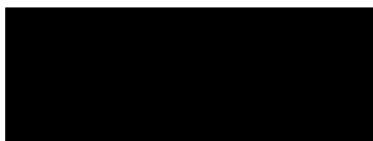


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16 July, 1947

ICAPS Files

1. All current working papers of ICAPS of both an administrative and functional nature are filed in folders arranged in alphabetical sequence by subject.
2. In addition, a file of inactive working papers of the old Central Planning Staff are retained in ICAPS. Little, if any, reference is made to these folders.
3. Intelligence studies and intelligence information received into ICAPS for reference purposes are arranged alphabetically by title of the study. Little use is made of this file.
4. All administrative issuances are filed in looseleaf binders by either chronological or numerical sequence. Frequent reference is made to these books.
5. Approximately 98% of all filing activity in ICAPS revolves around the current subject file which contains 121 folders. The activity required to maintain the file involves:
 - a. Reading the paper to be filed to determine from content in which of the subject folders it should be filed. If none is applicable, determine appropriate descriptive title for a new folder.
 - b. Attaching the paper in the appropriate file.
 - c. Locating specific papers within the files from an oral request.
 - d. Pulling a subject file for charge-out to an ICAPS staff member. (The complete file is more frequently called for than individual papers).
6. The subject file divides roughly into two categories:
 - a. Day-to-day administrative records.
 - b. ICAPS working folders on current projects. (No formal project system exists, but informal project assignments are made by Chief of ICAPS).
7. While the filing system per se is of the utmost simplicity, difficulties and errors occur for the following reasons:
 - a. The scope of ICAPS activities transcends CIG and departmental lines. The file clerk must be able to identify and differentiate between subjects embracing policy and interrelationships among several departments and their organizational subdivisions.

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b. No standard nomenclature has been developed for the activities in which ICAPS participates. Thus, the same paper may be referred to by several different titles. Unless the file clerk is fully conversant with the details of all activities, she finds it difficult to file and to locate papers.

c. The subject matter in which ICAPS is interested is of such a technical and complex nature that it is difficult for the average clerical employee to understand the content of the papers under his filing jurisdiction.

d. The relationships between various subjects are so intertwined that it is difficult to determine which subject folder is involved, e.g., basic intelligence, static intelligence, geographic intelligence, current intelligence.

e. The file clerk is given no guidance by the professional staff as to how a paper should be filed or as to what subject headings should be assigned to the folders.

f. The papers have not been adequately cross-referenced.

g. No systematic breakdown of subjects is employed for dividing the folder when bulk renders it unwieldy.

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(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
DEPUTY DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
SECRETARY, NIA			
X CHIEF, INTERDEPARTMENTAL STAFF			7/24/47
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, REPORTS & ESTIMATES			
ASST. DIRECTOR, OPERATIONS			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			
[REDACTED] - 102 North Building			

APPROVAL ☐ INFORMATION ☐ DIRECT REPLY ☐
ACTION ☐ RETURN ☐ COMMENT ☐
RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE ☐
SIGNATURE ☐ CONCURRENCE ☐ DISPATCH ☐

REMARKS:

Attached is report of a survey made, at your suggestion, of the ICAPS files. It confirms our statement that the filing system is not a complex one and that our problem is one of personnel.

D. Edgar

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